



Date: April 23, 2020

To: Home and Community-based Services Program Providers
Local Intellectual Developmental Disability Authorities
Texas Home Living Program Providers

Subject: Information Letter No. 20-11
Extensions of Eligibility and Individual Plan of Care
Revisions of Individuals in HCS and TxHmL Due to COVID-19
(REVISED April 23, 2020)

This information letter (IL) revises IL 20-11, Extensions of Eligibility and Individual Plan of Care Revisions for Individuals in HCS and TxHmL Due to COVID-19, previously issued on March 26, 2020, to extend the temporary guidance through May 31, 2020.

To ensure individuals do not experience a gap in services due to the temporary suspension of face to face service coordination visits for COVID-19, the Texas Health and Human Services Commission will extend Intellectual Disability/Related Condition (ID/RC) assessments and individual plans of care (IPC) expiring through the end of May 2020 for individuals who are enrolled in the Home and Community-based Services Program (HCS) or the Texas Home Living (TxHmL) Program.

In addition, for an IPC being revised during March, April, or May 2020, HHSC is not requiring a service coordinator or program provider to conduct a face-to-face visit or obtain signatures on the IPC before the revision is effective.

Extensions of ID/RC Assessments and IPCs

If an individual's ID/RC assessment or IPC expires in March, April, or May 2020, HHSC will automatically renew the ID/RC assessment or IPC for one year from the expiration date in the Client Assignment and Registration data system (CARE).

Within 90 days after the renewal date of the ID/RC assessment for an individual, the program provider or Local Intellectual Developmental Disability Authority (LIDDA) service coordinator, as appropriate depending on the program and service delivery type, must complete the Purpose Code 3 ID/RC assessment to confirm the individual's eligibility for waiver program services with no gaps in dates. The LIDDA service coordinator or program provider must maintain a copy of the completed Purpose Code 3 ID/RC assessment in the individual's record. The end date of the Purpose Code 3 ID/RC assessment will be the end date of the automatically renewed ID/RC assessment.

Within 90 days after the renewal date of the IPC for an individual, the LIDDA service coordinator and the program provider must ensure a service planning team meeting occurs and revisions to the person directed plan and IPC are made, as necessary. The program provider or LIDDA service coordinator, as appropriate depending on the program and service delivery type, must enter any IPC revisions into CARE.

IPCs must be within established program cost limits and service limits to be renewed.

IPC Revisions

For an IPC that is revised during March, April, or May 2020, HHSC is not requiring a service coordinator or program provider to complete a face-to-face visit or obtain signatures on the revised IPC. Service coordinators and program providers may contact individuals by phone to assess a change in status that requires a service plan revision.

The program provider or LIDDA service coordinator, as appropriate depending on the program and service delivery type, must enter additional hours or new service into CARE and document justification for the revision.

The program provider or LIDDA service coordinator must obtain signatures on a revised IPC within 90 days after the date of the revision. An IPC revised in accordance with this process is subject to utilization review by HHSC to determine if appropriate justification was documented.

If you have any questions about this information letter regarding an ID/RC assessment, please call the IDD Program Enrollment Support message line at (512) 438-2484. If you have any questions about this information letter regarding an IPC extension or revision, please call the IDD Utilization Review message line at (512) 438-5055.

Sincerely,

[signature on file]

Emily Zalkovsky
Deputy Associate Commissioner
Policy and Program
Medicaid and CHIP Services